**Étoile Academy Board Meeting**

**March 20, 2018**

**Start: \_6:17\_ p.m. CST End: \_\_\_\_ p.m. CST**

Present:

Kevin Hardaway, Shiroy Aspandiar, Michelle Bair, Ja’Milla Lomas, Richard Anthony Baker, Nicole Morrisey (video dial in), Yuhan Xie, Kayleigh Colombero (ex-officio)

Quorum met: Yes

Guests: Marisol Diaz, Emmanuel Enriquez, Von Powell

Introductions were made. Emmanuel is a Board prospect, from Houston. He works for the City of Houston, Southwest MSC, Site Coordinator. Psychology, cognitive science, linguistics degree. Administration experience. Rice ’10 alum. Would love his kids to go to Etoile.

Von is a Chicago native. Lived in Charlotte, working for Teach for America. Our new hire – Community and Culture Manager.

Public comments: none stated

Previous Meeting Minutes

* Meeting minutes were read silently. Minutes were approved.
* Moved: Kitty; Seconded: Michelle
* **Vote**: 6-0. Approved

Committee Reports/Short-Term Goals:

* Finance:
  + FC reviewed what reports out of the 9 from Region 20 that will need to be printed and presented to the Board.
  + Yuhan reviewed the reports for the Board.
  + Financial position: As of January, we would have spent 19.8% of the Wal-Mart Grant. As of January, we have $273,147.89, cash on hand. As of March 16, 2018, the Management Report shows we have $182,086.62.
  + Short-term goals were discussed – essentially one was discussed for fiscal year 2019: to work with management on budget reconciliation.
  + We have not spent a lot of money this year. We are able to move money around within the same function. Management can do this without Board approval.
  + Hoffer’s bill is approximately $9,000. The original invoice was $13,000. Kayleigh spoke with them because that was higher than they originally told us and that we agreed it should be. It has gone down to at least $10,000.
  + Future reports will be one month behind. Example: in April we will be looking at March.
  + Next step:
    - Work with management to create FY19 budget
    - Board should review the detail in the report and refer any questions to Yuhan.
  + *Recommendations:* 
    - *None*
* Governance:
  + The best time to be evaluated by BES is between April and June. After that point, we will be concerned with other things such as budgeting and enrollment. The Board will vote on this.
  + Governance proposes that we have a planning session during the next Board meeting (no more than 20min) to discuss identifying times for the 3 check-in calls with BES.
  + We are still actively working on growing the Board by 5 members.
  + All Board members need to have TEA mandated training hours completed.
  + Both Michelle and Aim have been assigned mentors (Wendy and Jorge).
  + Next steps:
    - Continue to prospect new members.
  + *Recommendations:* 
    - *Committees should meet in person once every 3 – 4 months, with a minimum of 3 times a year.*
* Facilities:
  + Finalizing SNDA form or something else our attorneys will approve. The lender is pushing back on our form because our deal is so strongly in our favor and not the landlord’s.
  + Waiting for final city permit approval.
  + The outreach tracker with local business continues to be filled out and added to.
  + We are waiting to get a timeline of renovations from landlord to help in planning a Hard Hat Party (May or June, depending on the reno).
  + Next Steps:
    - Obtain renovation timeline
    - Work with RDC to secure tenant improvement capital
    - Follow up with business connections
  + *Recommendations:* 
    - *The Board should support the community outreach efforts through calls and visits to businesses 🡨 family-centered businesses (i.e. indoor soccer facilities, party stores, etc.)*
* Academic Achievement:
  + We are at 98 applicants. It’s moving really quickly.
    - The goal is 120, and we received 40 in February alone.
  + AAC has prepared training for the Board.
  + Next Steps:
    - Board training on the assessment will occur during this meeting.
  + *Recommendations:* 
    - *None*
* Resource Development:
  + Raised to date: $22,730 (Cash and pledges)
  + Remaining to reach base goal $7,260
  + Remaining to stretch goal: $67,270
  + We received the start-up grant – Waiting to hear about the quantity.
    - Region 20 has advised us that they will create a separate budget for the grant monies.
  + Created list of priority foundation that we will be applying to for grants (Baxter, Powell, Brown, Guill, Alexander).
  + Next steps:
    - Will create a one-page report
    - Wendy will schedule meetings with 2 new board members.
    - Management will get a timeline of renovations and select a date for the Hard Hat Party.
    - Management will create a guest list and invites.
    - RDC will support the planning and execution of event.
  + *Discussion:*
    - *Governance is asking RDC to craft communication for us to post to ask our contacts to donate money to Etoile.*
  + *Recommendation:*
    - *Reach out to business and find out how we get a donation from them.*

OLD Business

* School Director Update:
  + We receive a lot of emails from parents. Kayleigh read one to us that thanked her for accepting the student and expressed interest in receiving more information in preparation for school in the fall. She receives at least one a week.
  + We got health insurance coverage for employees (needed at least 2 employees) and it starts on April 1st.
  + Applications received: 266 since Feb 20.
    - Phone Screens: 38
    - Offers out: 1 (math teacher)
    - Hired teachers: 1 (ELA)
    - Final interviews scheduled: 9
  + We have our banner hung up on the building, thanks to Kevin’s drill!
  + We’ve executed our action plan which included running ads in the Chronicle, Houston Family Magazine, Houston Mom’s Blog and Epoch Media Education Bulletin.
  + We did another large campaign with Families Empowered.
  + There is a huge shift in how we’re receiving applications. It used to be through Families Empowered. It’s now mainly through recruitment, direct contact with a representative, or through a flyer/post card (second biggest producer).
  + March 5th was our inaugural student admissions “lottery”. Sent everyone an acceptance and gave them until March 20 to accept. No one has rejected us. We have a 27% acceptance rate for the school year.
  + The Parent Info Night on March 22 at the Southwest MSC will help parents accept their students’ admission.
  + Summer Summit (Wendy, Ja’Milla, Nicole, Marisol, Kayleigh, possibly Jorge).

NEW Business

* E-Rate Contracts:
  + We have 2 contracts to approve, after Kayleigh and Marisol looked at 4 different bids.
  + *Advanced Networks of Texas* won our bid. They have done a lot of charter schools. They install the hardware. Came to $28,530.55. The Board needs to approve the contract.
  + Once we receive e-rate funding, we are able to move forward with this contract. For our information, this number will not go up, but probably go down. The contractors went into it blindly without seeing our building
    - Motion to approve with a cap of $28,530.55 and with a presentation of cyber liability insurance: Richard
    - Seconded: Michelle
    - Approved: 6 – 0
    - *Motion rescinded: Richard. Seconded: Shiroy. Approved: 6 – 0.*
    - Motion to approve with a cap of $28,530.55: Richard
    - Seconded: Michelle
    - Approved: 6 – 0
  + *AT&T* is the contract for internet access. We do not have to vote on it.
  + *Comcast* e-rate service is for internet service - $1,139/ month is extremely expensive. They have also presented us with normal business internet. 36-month term.
    - Motion to approve with a cap of $1,196/month, pending final legal review: Richard
    - Seconded: Shiroy
    - Approved: 6 – 0

Board Communications: Committees got together for 10 minutes to assess their next planning steps.

* Academic Committee Training:
  + Purpose is to help Board figure out how we will utilize the data and why it matters.
  + Management will use data every day – small assessments and big assessments. Teachers will be making action plans based on the data they look at 7 days a week. The Board looks at the larger data based on how we’re reaching our goals. If we see that we’re not moving in the right direction, we know what we’re looking at and can ask Kayleigh for a plan to move in a better educational direction.
* BES Virtual Observation on 3 Board Meetings:
  + Motion to be evaluated by BES between April, May and June: Richard

Seconded: Shiroy

Approved: 6 - 0

* Board Discussion of TEA mandated trainings:
  + Tabled until April
* State Aid Template:
  + Tabled until April

**Adjourn**

Motion: Yuhan

Second: Shiroy

Adjourned at \_8:03\_\_p.m. CST.